

**ASSOCIATE ARCHITECT**  
**JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** DECEMBER 4-6, 2001

**Collective Bargaining Identification: R09**

**Job Analysis Conducted By:** Mary Sue Bautista, Staff Services Manager I  
Department of Corrections

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Department of Corrections

**Number of Incumbents:** Per Department of Corrections Filled/Vacant Position  
Report dated August 31, 2001 there are 3 incumbents in  
this classification.

**Subject Matter Expert(s):** Michael MacKenzie, Supervising Architect  
Facilities and Business Management Division  
Department of Corrections

Horace Adams, Senior Architect  
Facilities and Business Management Division  
Department of Corrections

## **INFORMATION GATHERING**

### **ASSOCIATE ARCHITECT**

The initial list of task statements and of the knowledge, skills, and abilities statements were identified after conducting a literature review which consisted of:

- Review of the California State Personnel Board Specification for Associate Architect
- Conferring with Subject Matter Experts
- Task listing from Subject Matter Experts